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## **DNA Database Administrative Policy and Procedure for Fire and Evacuation Instructions**

- 1.0 Purpose** - To ensure all members of the DNA Database Section are aware of the procedures to egress the building safely in the case of an emergency.
- 2.0 Scope** - This policy applies to all employees of the DNA Database Section.
- 3.0 Policy**
- 3.1** The Fire alarm and Emergency evacuation plan shall be posted on the bulletin board in the DNA Database Section main hallway, each suite and along the section hallways.
- 3.2** If the fire alarm sounds, even for a brief period, the building shall be evacuated.
- 3.3** If there is a visitor in the Section and the alarm sounds, the Section employee escorting the visitor is responsible for ensuring the visitor's safe evacuation.
- 4.0 Fire alarm/Evacuation Procedures – New Wing and Basement Locations**
- 4.1** Employees in the New Wing exit the building using the stairwell in the back right corner of the floor you are on. Proceed down the stairwell to the ground floor to the outside of the building. Proceed around the building until you reach the cement lot in the receiving area on the back side of the building. Stand on the farthest side of the dumpster away from the building.
- 4.2** The Forensic Scientist Manager (or the person closest to the front door of the basement DNA Database Section when the alarm sounds) will take the roster for the basement along with the walkie-talkie from the basement.
- 4.3** Employees in the Basement, exit the building using the door to the stairwell next to the basement bathroom. Proceed up the three steps to the right and follow the hallway to the building exit. Follow the sidewalk until you reach the cement lot in the receiving area on the back side of the building. Stand on the farthest side of the dumpster away from the building.
- 4.4** Ensure you have been counted as present by the employee in possession of the roster.
- 4.5** Wait for the all clear from the employee in charge of the building for the day.

<b>Revision History</b>		
Effective Date	Version Number	Reason
12/18/2013	1	Original Document